



A-FRAME SIGN ANNUAL PERMIT

City of Cottonwood
Community Development Department
827 N. Main Street
Cottonwood, AZ 86326
PHONE (928) 634-5505
FAX (928) 634-0260

A-FRAME SIGN PERMIT # _____
YEAR _____ FEE PAID _____
DATE ISSUED _____ BY _____
DATE INSPECTED _____ BY _____

PARCEL#: 406 - _____ - _____ ZONING DISTRICT _____

LOCATION OF SIGN: _____
Address where Sign to be Located

BUSINESS REGISTERED? YES ☐ / NO ☐ BUSINESS REGISTRATION # _____

IS THE PROPOSED LOCATION FOR THE SIGN
WITHIN THE PUBLIC RIGHT-OF WAY? YES ☐ / NO ☐ NAME OF STREET _____

APPLICANT NAME _____

PROPERTY OWNER _____

BUSINESS OR USE NAME _____

APPLICANT'S MAILING ADDRESS _____
Street or P.O.Box Number

City or Town

State

Zip Code

Phone(s) _____

IT IS AGREED TO INSTALL THE SIGN/S IN CONFORMITY WITH THE LAWS OF THE CITY OF COTTONWOOD AND THE STATE OF ARIZONA. ONLY ONE A-FRAME / PORTABLE SIGN ALLOWED PER BUSINESS OR USE TO BE LOCATED ON-PREMISE OR DIRECTLY IN FRONT OF PROPERTY IN THE PUBLIC RIGHT-OF-WAY WITH THIS PERMIT SERVING AS THE APPROVED RIGHT-OF-WAY ENCROACHMENT PERMIT.

For A-Frame Signs located within the Right-of-Way: By signing below, the Permittee hereby agrees to comply with all City and State regulations for locating one (1) A-frame-type portable sign in the right-of-way directly in front of the related business for use within the time specified in this permit and in accordance with all conditions set forth in this permit. The Permittee further agrees to relinquish any future claim of permanent encroachment in the event the City needs to work in or use the right-of-way at any time and for any reason whatsoever. The Permittee assumes all responsibility for the sign located within the right-of-way, and agrees that Permittee should hold harmless and indemnify the City of Cottonwood for any liability therefore, including all costs whatsoever and attorney fees.

Permittee's Signature

Please PRINT Name

Date



INSTRUCTIONS FOR A-FRAME SIGN PERMIT APPLICATIONS

Note: Proposed A-Frame signs must meet all standards as defined in the ordinance for location, size, and appearance. Signs may be considered within the public Right-of-Way abutting a street or on wide sidewalks for locations directly in front of the business or use only and subject to meeting all standards as described in the ordinance.

1. Application to be filled out **COMPLETELY!**
2. Provide a plot plan showing the location for the A-frame / Portable Sign (drawn to scale on a minimum 8 1/2" x 11" sheet) with accurate dimensions. Include the following:

Option 1. Private Property Location:

- a. Show proposed location for A-frame sign on site plan with required setback measurements. Indicate buildings, driveways, parking areas, landscape areas and adjacent streets and sidewalks on the site plan.

Option 2. Right-of-Way Location:

- a. For location on a sidewalk, indicate a minimum of five feet (5') width clear area to qualify for locating an A-Frame sign on any sidewalk. Provide a site plan showing the sidewalk, street edge, landscape areas, trees, buildings, including building entries, with accurate measurements.
- b. For location within Right-of-Way along a street, provide accurate measurements for the constructed street edge, curb lines, sidewalks, landscape areas, driveways and relationship to property line and adjacent business use.

3. Sign Description:

- a. Provide drawings with size, height, and shape of proposed sign. Show front and side view.
- b. Description of materials to be used in sign, including sign panels and any base or structure.
- c. Describe and show all colors on proposed sign with color rendering and/or manufacturers color samples.

4. Sight Visibility:

A-frame signs shall not be located in such a manner as to create a traffic safety issue by blocking sight visibility from a city street or private driveway. The City Engineer reserves the right to change any permitted sign location that in his/her opinion is a sight visibility problem.

5. **Fee:** Payment of annual fee. No part of the fee shall be returnable after submittal of the application.
6. **Field Inspection.** All proposed A-frame signs must have a field inspection by Community Development Department staff prior to final approval to ensure the location meets the standards.
7. **Annual Renewal:** Annual A-Frame Sign Permit to be renewed each January.

A-FRAME SIGN REGULATIONS

2007

City of Cottonwood
Community Development Department

(928) 634-5505
www.ci.cottonwood.az.us

Summary of Requirements for A-Frame and Portable Signs

- One A-Frame sign per business or use.
- 2 feet x 3 feet - maximum size.
- 20 feet minimum separation required between A-frame signs
- Minimum setback 2 feet from curb or sidewalk. Minimum 8 feet setback from street edge if no curb along street.
- Not allowed on sidewalks, except where 5 feet minimum clear area is maintained and with approved right-of-way encroachment permit. (such as in Old Town area)
- No off-premise or off-site locations, except along street edge directly in front of business or site.
- Annual Permit required for each A-Frame signs. Issued any time, re-issued January each year.
- Permit Fee required, as set by the City Council. \$25 per year.
- Display only during hours of operation.

Prohibited Locations for A-Frame and Portable Signs

- All off-premise locations are prohibited, except where permitted directly in front of subject use.
- Within 25 ft sight distance triangle at any street or driveway intersection or within 25 feet of of any driveway so as to maintain safe visibility.
- Within any street, driveway, parking lot, crosswalk, or any vehicle circulation area.
- Within any sidewalk, pathway, pedestrian circulation area, except where permitted with 5 feet minimum clear area
- On any vehicles, buildings, boulders, fences, utility boxes or similar structures.
- A-Frame Sign does not include property realty signs, construction signs, political signs, governmental signs, yard sale signs, exempt signs, or other signs permitted for temporary or special use., which are defined separately and subject to other use restrictions.

Permit Required for A-Frame Signs

Annual Permit Required:

As of April 20, 2007, A-Frame signs are permitted in the City of Cottonwood, subject to meeting certain requirements, as described in the ordinance, including obtaining an Annual Permit from the City of Cottonwood Community Development Department.

New permits may be issued at any time;

Annual permit will be re-issued each January.

Definition

A-Frame Signs: For purposes of this section, an A-frame sign refers to all types of portable signs that are not fixed to a permanent structure and may be moved on a site, unless otherwise described as exempt by this ordinance.

